

**NEBRASKA DEPARTMENT OF INSURANCE
P.O. BOX 82089
LINCOLN, NE 68501-2089**

**PROCEDURE AND REQUIREMENTS FOR OBTAINING
A PORTABLE ELECTRONICS INSURANCE AGENCY LICENSE**

PROCEDURE

To obtain a portable electronics insurance agency license, the NAIC Uniform Business Entity Application must be completed and submitted to the Department of Insurance together with the appropriate fee. **Please make special note with the application that a portable electronics insurance agency license is being requested.**

The application packet must include:

1. Completed application.
2. List of intended locations.
3. List of authorized employees including full name and address.
4. Application fee of \$50.00.

LICENSE DURATION

All portable electronics insurance entity licenses shall expire on April 30 of each year.

Renewal forms and instructions are mailed to the agency approximately 90 days prior to the expiration date of the license.

INITIAL LICENSE

Current vendors offering this insurance have 90 days from January 1, 2012 in which to obtain a license. The license will automatically be renewed on April 30, 2012 and there will be no need to submit a renewal fee for this period. The licensed entity will be required to renew the license by April 30 of each year thereafter.